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**BOARD MEETING NOVEMBER 27, 2006**

CURLING RINK – GRANDVIEW, MANITOBA

13:00 HOURS

Present: Lynda Mann- Chair, Myrtle Bilow (1:30 pm), Barry Chalmers, Esther Fyk, Gerald Shewchuk, Dorothy Connolly, Monica Black, Doreen Stammen, Rowena Powell, John Zaplitny, Heather Morden, Anne Lacquette, Paul Freed

Excused: Paul Overgaard,

Absent:

Regrets:

Staff: André Rémillard, Linda Kulkarni, Gerald Hackenschmidt, Mavis Wood, Blaine Kraushaar, and Karen Vendramin (Recording Secretary)

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**1. CALL TO ORDER:**

After lunch with invited guests, Lynda Mann called the Board meeting to order at 1: 10 pm.

**2. ADOPTION OF AGENDA:**

Additions:

- 7.4 Letter of Resignation
- 13.1 Recruitment
- 13.2 Physician Relationships

**MOTION 06– 097**

**Doreen Stammen/Monica Black**

That the Agenda be adopted as amended.

**CARRIED**

**3. ADOPTION OF MINUTES:**

3.1 Minutes of October 30, 2006 Regular Board meeting.

Typos noted and corrected.

**MOTION 06-098**

**Esther Fyk/ Heather Morden**

That the Minutes of the October 30, 2006 Board meeting be adopted as amended.

**CARRIED**

3.2 Minutes of In Camera Meeting October 30, 2006.

**MOTION 06-099**

**Rowena Powell/Dot Connolly**

That the Minutes of the October 30, 2006 In Camera Session Board meeting be adopted as circulated.

**CARRIED**

**4. FOR REVIEW**

4.1 Board Bylaw-.

Deferred to a future meeting.

**5. ITEMS FOR DECISION**

None.

**6. GOVERNANCE PROCESS:**

**6.1 GP-3 Governance Style-**

The Board reviewed the evaluation summary of the Board's meeting in October.

**6.2 GP-9 Board/Committee/CEO Expenses-**

Dot Connolly reported that the Committee did not review CEO and Director expense claims at the Finance Committee meeting held earlier today. These claims will be reviewed at the next regular Finance Committee meeting.

**7. OTHER:**

**7.1 Board Treasurer Appointment –**

Lynda Mann reported on the discussions of the Committee of the Whole held at the November 23/06 Board Education Session regarding the appointment of the Board Treasurer position. Ms. Mann stated that based on the September correspondence from Arlene Wilgosh, it is the expectation of Manitoba Health that the RHAs will comply with the request to appoint a Board Director to the Treasurer position.

The Board agreed to the appointment of a Treasurer at this time. It was also noted that the Board will seek further clarification regarding Manitoba Health's expectation regarding the roles and responsibilities of the Treasurer.

**MOTION 06-100**

**Monica Black/Esther Fyk**

That the Board appoint John Zaplitny to the role of Treasurer for the Parkland Regional Health Authority Board.

**CARRIED**

John Zaplitny agreed to the nomination and stated he would await further direction from the Board regarding his role.

**7.2 RHA Board Governance and Accountability Manual**

Lynda Mann reminded the Board that they had agreed to delegate the initial review of the document to the Board's Executive Committee and that they be asked to provide a report and or recommendations to the Board based upon their review.

The Executive Committee agreed to meet prior to the January Annual Board Planning Session. Members were also encouraged to review the document in preparation for further discussion at the January Board Planning Session which would be led by the Executive Committee. A date for the Executive Committee meeting has not been set to date.

**7.3 Evaluation of Board Operations**

Lynda Mann reminded Board members that the survey was to be completed and returned to the Corporate Office by December 15/06 via email, fax or mail.

**7.4 Letter of Resignation**

Lynda Mann read the resignation letter written by Chief Executive Officer, André Rémillard. Mr. Rémillard's retirement is effective February 28, 2007.

Ms. Mann noted that Parkland has benefited from the continuity provided by having André Rémillard as Chief Executive Officer for the past ten years – the longest any RHA has had just one CEO.

Ms. Mann also stated that Mr. Rémillard would be missed at the Provincial and Regional level as he is well respected and valued for his expertise and vast knowledge.

**MOTION 06-101**

**Monica Black/Mrytle Bilow**

That the Board accept the resignation of André Rémillard as the Chief Executive Officer effective November 28, 2007.

**CARRIED**

The Board affirmed that André Rémillard would be missed and thanked him for his years of service and leadership.

Lynda Mann wished Mr. André Rémillard a long, healthy and happy retirement.

**8. BOARD EDUCATION:**

**8.1 Reports**

John Zaplitny reported on his attendance at the Praxis education session that he had attended in November. Mr. Zaplitny noted that much of the information covered in the session is also covered in our Board's education sessions on governance and therefore would not recommend it as good value for other members to attend.

Monica Black stated that she had enjoyed the presentations at the Annual General Meeting and appreciated the Community Relations Committee's work regarding the Volunteer Service Awards. Ms. Black also stated that she had found the presentations to be informative at the November Board Education Session.

Lynda Mann added that based on the presentations at the Board Education Session it is her understanding that the Board will look at developing an End regarding mental health. Ms. Mann added that the sessions were very informative and that it is amazing what volunteers are doing in the Region. Bob Curle was recognized for the huge commitment he has made to the CMHA housing project. It was suggested that we look at ways to profile this success story, possibly at next year's Provincial Health Conference.

In an aside conversation it was noted that Buhler Contracting contributed to major cost savings during the project and it was suggested that this company be acknowledged formally for this.

It was also noted that a letter of thanks should be sent to presenters at the Board Education Session.

**9. ITEMS REQUIRING BOARD APPROVAL:**

**9.1 Physician Privileges**

Deferred to a future meeting.

**10. MONITORING:**

**10.1 E3 Healthy Lifestyle Choices –**

Linda Kulkarni and Mavis Wood presented the monitoring report on Healthy Lifestyle Choices which focused on the following indicators:

- Birth Weights (high/low)
- Breastfeeding Rates
- Immunization Rates
- Childhood Hospitalization (respiratory)
- Healthy Child Program Participants.

Considerable discussion ensued regarding the initiatives being utilized to meet this End. It was noted that while we may not see the results of these initiatives in the near future, much is being done towards this End. It was noted that education is a key factor in many of these initiatives.

Rating:

Reasonable progress is being made toward the ultimate achievement of this End. The Board commends the CEO for satisfactory performance.

10.2 EL-2 Volunteer and Staff Treatment –

Gerald Hackenschmidt presented the Executive Limitation report with respect to the treatment of staff and volunteers. Mr. Hackenschmidt pointed out the addition of item 2.7 to this executive limitation since being reported to the Board last year. Item 2.7 is the implementation of a workplace wellness program. Mr. Hackenschmidt reported that the Human Resource Plan identifies a strategy to develop a “healthy workplace”. In addition, Mr. Hackenschmidt noted that consultants have been engaged to develop policy, procedures, plans and activity to comply with Workplace Safety and Health Legislation.

Rating: The CEO is in full compliance with this EL policy (actually the reasonable interpretation of it). The Board commends the CEO for exemplary performance.

**11. INFORMATION REQUESTED BY THE BOARD:**

11.1 Ownership/Stakeholder Communication:

Lynda Mann asked if there were any questions or comments relative to the discussions at noon with the invited guests?

Comments included:

- Consensus of the Board was that the delegates were well prepared and made an excellent presentation on their In Motion campaign and other activities taking place in the community of Grandview.
- We need to encourage this initiative by providing any support that we can.
- This is a success story that we need to highlight in our media publications.

11.2 Finance Committee Report:

Barry Chalmers reported that the Finance/Audit Committee met and discussed/reviewed the following items:

- Financial position.
- Director and CEO expense claims were not available for approval today.
- Review of the workplan to address the recommendations of the Internal Audit.

The minutes of the October meeting of the Finance Committee as well as copies of the Financial Statement were provided to the Board in their packages.

Gerald Hackenschmidt reported on the financial statements noting that the projected year-end deficit for 2006/07 is now estimated to be \$2.74 million based on actual figures as of August 31, 2006. Mr. Hackenschmidt noted that wage standardization funding of \$.58 million is expected from Manitoba Health which will leave a projected deficit of approximately \$2.15 million.

**MOTION 06 –102**

**Dot Connolly/Myrtle Bilow**

That the Board accept the Financial Report as presented indicating a projected deficit for 06/07 of \$2.15 million.

**CARRIED**

11.3 Program and Planning Committee Report:

Heather Morden reported that the Program and Planning Committee was scheduled to meet on October 6<sup>th</sup> following the Leadership and Partnership Committee meeting, however, a quorum could not be established and another meeting was scheduled via teleconference for November 21, 2006.

Key items discussed during the teleconference included:

- Upcoming educational events-
  - Details of the November 23/06 Board Education Session.
- The Committee had reviewed the Evaluation of Board Operations document and noted minor revisions.
- Leadership and Partnership Committee Report-
  - The Committee had reviewed Standards 1-4. The next L & P meeting is scheduled for November 6/06 and they will review Standards 5-8.
- Accreditation Process–
  - The Program and Planning Committee reviewed Standards 5-7 in preparation for discussion with the Leadership and Partnership Committee. Due to time constraints the Committee had agreed to meet via teleconference on November 28/06 to review Standard 8.
  - Discussions with CCHSA are ongoing to define the costs and processes to be used in the 2007 Accreditation within the Region. It was noted that Manitoba Health representatives have participated in these discussions with Parkland RHA and CCHSA.

#### 11.4 Community Relations Committee Report:

Gerald Shewchuk reported that the Committee had met earlier this morning and discussed the following.

- Advisory Council Reports:
  - **EDHAC** – No report. Next meeting January 24/07.
  - **WDHAC** – No report. Next meeting February 7<sup>th</sup> or 21<sup>st</sup>/07. (To be finalized yet).
  - **RMHAC**- The next meeting is December 13/06.
- Advisory Council Follow Up
  - The summary of the Advisory Council Workshop was included in today's package. The Committee had also reviewed the draft forms that will be used to track inquiries from the Advisory Councils as well as the ones used to enhance reporting and communication between the Board through the liaisons and the Councils.
- RMHAC application.
  - The Council reviewed the application of Debra Church for the Regional Mental Health Advisory Council. The Committee recommended it for approval to the Board.

#### **MOTION 06 –103**

**Paul Freed/Monica Black**

That the Board appoint Debra Church to the Regional Mental Health Advisory Council.

**CARRIED**

The next Community Relations meeting will be on January 29/07 in Dauphin.

#### 11.5 Vice President Corporate Report:

Gerald Hackenschmidt added to his report stating that the official sod turning for the new Community Health Services building was held on November 24<sup>th</sup>. Regent Construction is expected to be on site this week as they begin preparing for construction.

#### 11.6 Vice President Facilities Report:

Mavis Wood added to her report stating that the Chief Operating Officer position has been accepted by Nell Vrolyk of Alberta who will commence her duties on December 8/06.

#### 11.7 Vice President Community Report:

Linda Kulkarni added to her report stating that the recent mass immunization clinic was very successful and had provided an opportunity for education sessions as people waited for their flu shot.

11.8 Vice President Medical Report:  
Report as circulated.

11.9 Chief Executive Officer Report:

André Rémillard added to his report stating that he and Gerald Hackenschmidt had met with representatives of the St. Paul's Home Board. Mr. Rémillard noted that St. Paul's Home Board would like to meet with the PRHA Board to look at developing strategies for increasing funding for long term care facilities.

Discussion ensued on how to accommodate this request. It was agreed that they would be given several options to choose from to address their concerns to the RHA Board:

- They could bring the issues forward at a Leadership and Partnership Committee which has representation from the PRHA Board as well as the Affiliate Boards.
- They could attend an upcoming luncheon meeting with the Board.
- They could make a presentation at an upcoming Board meeting as a delegation.

11.10 Chair Report:

Lynda Mann reported on correspondence she had received as Board Chair and circulated the items for Board members to review.

- Thank you card from José Randell for her nomination for the Judge J.M. Memorial Award.
- Brochure re promotion of health care related fields.

In addition, Ms. Mann also reported on items discussed at the last Council of Chairs meeting:

- Board stipend discussions were removed from the agenda.
- Board member vehicle insurance for mileage in excess of 1600 km.
- Board Governance Education was added as a standing item for future agendas.
- New Board member Provincial Orientation Session will be held December 14 and 15.
- Education Session for all Board members will occur February 9<sup>th</sup>/07 with consideration for future annual sessions to be decentralized.
- CEO contracts will now need to go to Manitoba Health for review.

Copies of the Office of the Auditor General Report on "Enhancing Audit Committee Practices in the Public Sector" and a copy of the "Audit Committees: A Self-Assessment Checklist" were provided for Board members for information.

**MOTION 06 – 104**

**Gerald Shewchuk/Monica Black**

That the Board accept the reports as presented for information.

**CARRIED**

11.11 Minutes of Advisory Councils:

The draft minutes of the Eastern District Health Advisory Council meeting of October 18/06, draft minutes of the October 18/06 Western District Health Advisory Council meeting and the Summary of the Advisory Council Workshop were included in the Board package for information.

**12. INFORMATION:**

Lynda Mann noted the "Nice" to Know Items/Information Requested by the Board.

- 12.1 Media Clippings.
- 12.2 Board Luncheon Meeting Letter of Invitation.
- 12.3 Board Follow Up Correspondence- Winnipegosis Luncheon Meeting.
- 12.4 PRHA Staffing Announcements June – August.
- 12.5 Revised GP-16 In Camera Discussions for insertion in Board Policy Binder.

**MOTION 06 – 105**

**Esther Fyk/John Zaplitny**

That the Board meeting convene in camera.

**CARRIED**

**13. IN-CAMERA ITEMS:**

13.1 Recruitment

13.2 Physician Relations

**MOTION 06 – 106**

**Monica Black/Myrtle Bilow**

That the Board meeting reconvene out of camera.

**CARRIED**

**MOTION 06 – 107**

**Doreen Stammen/Paul Freed**

That the Board assign the Executive Committee and other Board members as willing to the task of Recruiting the new Chief Executive Officer.

**CARRIED**

Lynda Mann asked if there were any other Board members who wished to participate on the Recruitment Committee. Monica Black and Anne Lacquette indicated their interest.

It was agreed that the first meeting of the Recruitment Committee would be scheduled for Thursday, November 30, 2006 at 2:00pm via Teleconference. Meeting information and dial in numbers would be sent to the participants.

**14. SELF EVALUATION:**

14.1 Monthly Evaluation Form GP-3 Attachment:

*Form to be filled out and returned at the end of the meeting.*

14.2 Round Table Comments:

- Expectations were met. Good meeting.
- Appreciate the years working with André.
- Merry Christmas.
- Anne Lacquette withdrew her name from the Recruitment Committee.
- One Board Member expressed concern over comments of another Member.
- Concern was expressed over a comment made during the discussion of an agenda item. An apology was extended to those concerned with the comment that there was no intention to offend.
- Good job Chairing the meeting Lynda.
- Good meeting.
- Thank you to all participants.

**15. UPCOMING MEETINGS:**

15.1 Annual Board Planning Session.

The Board discussed potential dates for the annual session and agreed to January 19<sup>th</sup> pm and January 20<sup>th</sup> during the day. Further details will be sent to Board members following the meeting of the Program and Planning Committee at the November 28/06 meeting.

15.2 Next Regular Board Meeting – January 29/07 - Dauphin.

**16. STIPEND AMOUNT FOR MEETINGS:**

- Full Day for today's meeting.

**17. ADJOURNMENT:**

The meeting was adjourned at 16:20 hours.

**MOTION 06-108**

**Myrtle Bilow/John Zaplitny**

That the meeting be adjourned.

**CARRIED**

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Lynda Mann, Chair

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André Rémillard, Secretary